

GRAPHICS/PLANNING TECHNICIAN

DEFINITION

Under general supervision to prepare graphics, illustrations, pamphlets, applications, permits, maps, publications and other visual aides using a variety of techniques to provide compilation and maintenance of miscellaneous zoning and planning-related written and visual data.

DISTINGUISHING CHARACTERISTICS

Supervision is provided by professional-level Planning Division staff. Incumbents prepare computer- and hand-generated graphics and perform routine technical planning duties, such as dispensing zoning information, maintaining various maps, databases, and files. Incumbents must be able to work independently, complete tasks quickly and efficiently, prioritize tasks and adapt to changing priorities, and be self-motivated.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Maintains up-to-date City maps and land use documents; and as directed, visits various sites for field verification of land use data.
- Designs and prepares artwork, graphics, signs, illustrations, maps, handouts, and other visual aids using freehand, mechanical drawing and desktop publishing techniques for staff reports, publications, and presentations.
- Conducts field surveys, gathering information related to land use planning for inclusion on maps, graphs and reports, and maintains photographic or other records of such data.
- Prepares and maintains zoning, general plan and other base maps working from a variety of data sources including aerial photos.
- Designs and pastes up camera-ready reports and brochures for in-house or contract printing projects; oversees reproduction process for quality and accuracy.
- Takes photographs using digital and other cameras and prepares slide presentations.
- Updates and edits land use database utilizing data from field surveys, building permits, County Assessor's reports, approved parcel and subdivision maps and other authorized source documents.
- Prepares public notifications using computer-generated data to gather property ownership data.
- Responds to questions from the public and City staff on matters related to census tract numbers, street locations, ownership, city/county jurisdiction and related items.
- Compiles zoning and planning related data as directed by professional-level planning staff.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic mathematics and English grammar.
- Principles of and current techniques for preparing graphics, exhibits, visual aids, maps, charts and illustrations used in presentations and publications.
- Computer equipment and applications.

Ability to:

- Design, render and produce maps, drawings, sketches, publications, charts, spreadsheets, and other visual aids using freehand, mechanical, and computer software techniques and tools.
- Prepare, update and maintain maps, files and records effectively and efficiently.
- Effectively use computers for graphics and create word processing documents.
- Work independently and effectively prioritize work.
- Work under pressure and adapt to changing priorities.
- Establish and maintain effective working relationships with City staff, vendors and the general public.
- Effectively communicate orally and in writing.
- Accurately perform basic mathematical calculations.
- Read and interpret maps, aerial photos and blueprints.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience – Two years in graphic design, drafting or commercial art. Experience working in a municipal planning department is desirable.

Education – Equivalent to completion of the twelfth grade. College level classes in graphic design and illustration, architecture, cartography or a related field is desirable.

License – Valid California Class “C” driver’s license is desirable.

PROBATIONARY PERIOD: Six Months

0621CS00

November 1984

Revised May 2000

AAP STATUS: 5

FPPC STATUS: NONE

FLSA: Non-exempt